

WELCOME TO MANUFACTURING AND SERVICES!

As a new employee in any organization or office, the first few weeks are filled with adjustment and many new challenges. You need to understand how you fit into the broader ITA organization as well as how to conduct effective industry outreach, analysis, and trade policy. We've created a state-of-the-art, web-based training program that will help you understand your role in MAS and equip you with some key methodologies and analytical tools utilized by the best MAS analysts.

How to access the training program

Go to the website: <http://ourplace.ita.doc.gov>

Sign in using your user ID and password.

(If you do not have a user ID and password, there are instructions on OurPlace's homepage on how to become a registered user.)

Once signed in to OurPlace, there are 4 tabs at the top of the page, right underneath the OurPlace banner. **Click the Manufacturing and Services tab.**

Below the tabs and just above the "Manufacturing and Services Information and News" box, you will see a blue hotlink "MAS Industry Analyst's Learning Center." **Click the hotlink.**

The title page of the training center contains four modules. Before you begin with the modules, **click on the "How to use this Program"** in the bottom left hand corner.

Be sure to **let your supervisor know** that you are taking the training since it is mandatory. They can answer any questions that may come up specific to your industry.

BEST of LUCK!